

ORGANIZATION: **Waterside School**

POSITION: Director of Advancement

REPORTS TO: Executive Director

LOCATION: Stamford, CT

WEBSITE: www.watersideschool.org

TO APPLY: Please send resume and cover letter to WatersideDOA@pbrsearch.com.

BACKGROUND

Founded on the premise that all children deserve a high-quality education, Waterside School (Waterside, the School) is a PK-5th grade independent school in Stamford serving children and families regardless of limitations in income or circumstance. Inspiring students of academic promise and families deeply invested in their children's success, Waterside provides a transformational school experience: through a rigorous program of study and character education, the school empowers its students with the knowledge, skills, and virtues required to excel as scholars; gain access to superior academic opportunities; and become the leaders of tomorrow. Each morning, students proclaim, "Today, we promise to work hard, be kind, and respect learning." Everyone affiliated with Waterside is driven by a culture of high standards, hard work, and a relentless commitment to excellence. Admissions to Waterside changes the trajectory of children's lives.

Founded in 2001, the school currently serves 150 students, 91% of color, and almost entirely from families with limited financial means. Waterside was designed to provide a direct path for admission to the area's most competitive [independent schools](#). It holds a mandatory five-week summer school and provides extensive programming for alumni to ensure they are college and career ready; 93% of Waterside's graduates have earned [admission](#) to leading colleges and universities. Waterside currently operates on an annual budget of approximately \$4M and has an endowment of \$46M. Waterside families pay only what they can afford; tuition revenues account for 7% of the School's budget.

POSITION

In 2021, the board appointed David Olson as the School's next executive director. He is a committed, effective, and engaged leader who seeks an equally excellent partner to be the thought leader and driver responsible for creating a best-in-class development function. The ideal candidate will be excellent at both frontline fundraising as well as developing strategy and infrastructure. They will be a thought partner for the executive director and the board, effectively providing information and advice to ensure that their time and effort are being deployed for greatest impact. This role dynamically combines a roll-up-your-sleeves sensibility with strategic thinking. Candidates adept at navigating through growth and change will thrive in this role. In addition, Waterside recently acquired about .75 of an acre of land adjacent to their current school building; the executive director and senior leadership team, in collaboration with the board, will be tasked with setting the vision for its usage and the strategy for a capital raise as needed.

RESPONSIBILITIES

- Develop, lead, and execute Waterside's development strategy; establish and track progress towards fundraising goals across all revenue streams (individuals, foundations, corporations, events, and board members) to ensure the organization's long-term financial flexibility and sustainability; build and lead a best-in-class team to achieve those goals.
- Manage a portfolio of top prospects and donors; cultivate, solicit, and close major gifts.
- Partner with the executive director and board to identify, cultivate, solicit, and steward current and potential donors; serve as a frontline fundraiser as well as support others in making the ask, ensuring that leaders are appropriately engaged in development activities and that their time is respected and leveraged for maximum results.

- Working closely with the executive director and existing board, attract new board members who will actively assist Waterside in achieving its strategic, programmatic, and financial goals over the next three to five years. Clearly outline roles and responsibilities for members of the [board](#), [associate board](#), and [junior board](#), including setting strategy and metrics for engagement.
- Oversee the creation and maintenance of development operations and systems in order to rigorously analyze donor habits and behaviors to ensure time and resources are best allocated in support of annual goals.
- Use data strategically to inform decisions and ensure that resources are deployed to have maximum impact.
- Assess the needs of the development function, and develop a plan to add resources as appropriate.
- Be a visible and engaged organizational leader beyond the development department; participate in school activities as appropriate.
- Create and oversee a comprehensive communications plan, including print, electronic, and social media.
- Work closely with the director of finance to accurately account for all philanthropic revenue and ensure a high level of data integrity.
- Serve as the fundraising expert and thought leader, providing the development perspective on staff and with the board.
- Become an engaged and knowledgeable member of the Waterside community to facilitate relationship-building and increase awareness of present and future priorities.

QUALIFICATIONS

- At least five years of progressively responsible fundraising experience, in a school or non-profit setting
- Proven success as a frontline fundraiser cultivating, soliciting, closing, and stewarding major gifts; campaign experience a plus
- Experience with fundraising databases and utilizing data to drive strategy
- Experience working with a board of directors, with the ability to enhance existing and develop new board member relationships, a plus
- A creative, entrepreneurial, and strategic mindset with the skills and experiences necessary to create systems in order to broaden and improve the development function
- Emotional intelligence and the ability to engage with people from various backgrounds; a sense of optimism and positivity
- Excellent written and verbal communication skills
- A passion for and commitment to the mission of Waterside
- Bachelor's degree required

Waterside School is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Waterside School will provide reasonable accommodations for qualified individuals with disabilities.